

26 September 1978

## DCI/DDCI TASKS RE PERSONNEL PROGRAM

## PART II - REPORT ON THE STATUS OF COMPLETED ACTIONS ON PERSONNEL-RELATED TOPICS

<u>Task</u>	<u>Responsibility</u>	<u>Completion Due Date</u>	<u>Completed</u>	<u>Remarks</u>
1. Establishing minimum promotion targets (FY 78) by grade by each Directorate:				
A. Guidance to Deputy Directors	Office of Personnel		29 Mar 78	
B. Preliminary development of promotion plans by Directorate	Deputy Directors	20 Apr 78	28 Apr 78	
C. Review of Directorate promotion plans	Office of Personnel	5 May 78	8 May 78	
D. Approval of plans	DCI/DDCI	12 May 78	5 Jul 78	D/Pers memorandum to Deputy Directors cited approval.
E. Publication of Directorate promotion schedule and targets by grade	Deputy Directors	26 May 78	Aug 78	Guidance memorandum for publication signed by D/Pers 19 July 1978.  FY 79 promotion goals by the Directorates are to be prepared in the context of their APP submissions in late September 1978.
2. Implementation of 3% selection-out policy:				
A. Notification of policy decision	DDCI		7 Apr 78	
B. Career Service implementing actions (establish Directorate Panels to review and make determination on each case)	Deputy Directors	28 Apr 78	Jul 78	All Career Services advise Panels or Boards named.

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3. Personnel Development Plan:				
A. Preparation of analytical comments on Directorate PDP's for DDCI	Office of Personnel	24 Apr 78	24 Apr 78	
B. Schedule meetings of DDCI and the Deputy Directors	DDCI		20 Jul 78	DDO, DDS&T and DDA - June 1978; NFAC - 14 July 1978; and E Service - 20 July 1978.
4. Implementation of Uniform Promotion System:				
A. Approval of semi-annual option and new Fitness Report schedule	DDCI		3 Jul 78	Paper proposed by OP. Approved by DDCI 12 July 1978.
B. Advise Career Service of Item A	Office of Personnel (Plans & Control)		27 Jul 78	
C. Career Services to advise OP of promotion schedule options selected	Deputy Directors	Not specified	6 Sep 78	Item B memorandum requested Career Services to advise OP of promotion schedules elected. Advised this now being done.
D. Recommendation for supergrade promotion schedule	Office of Personnel (Plans & Control)	26 Jul 78	28 Jul 78	Forwarded to DDCI 28 July 1978.
E. Approval of supergrade promotion schedule	DDCI		2 Aug 78	
F. Advise Deputy Directors of Item E	Office of Personnel (Plans & Control)	15 Aug 78	10 Aug 78	
G. Publish summary of elements of System	Office of Personnel (Plans & Control)		21 Aug 78	This is a paper proposed by Plans & Control, OP to summarize the various elements of the system. Determined [ ] most appropriate vehicle. Forwarded to RCB 21 August 1978 and published on 11 September 1978.

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5. Alien Marriage Policy Review:				
A. Career Service suggested criteria	Deputy Directors and Office of Security		19 Jul 78	EAG request for input to OP for a recommendation.
B. Office of Personnel recommendation	Office of Personnel (Plans & Control)	23 Jul 78	26 Jul 78	OP recommendation completed in draft.
C. All proposals to Panel and DDCI	(Office of Personnel (Plans & Control)		27 Jul 78	Items A and B material sent to Panel and DDCI.
D. Discussion on policy	DDCI or EAG			The recommendations of the Deputy Directors, the Alien Marriage Panel and the Offices of Security and Personnel have been reviewed and a general conclusion reached on policy changes to be instituted.  A formal paper was developed and was reviewed by the DDCI on 22 September 1978.
6. Certificates of Promotion:				
A. Design and print Certificates	Office of Personnel (Special Programs)		Jun 78	First ones presented to Supergrade Promotees - July 1978.
B. Advise employees of program	Office of Personnel (Plans & Control)	15 Aug 78	31 Jul 78	Draft of Notice sent to RCB by Deputy Director for Administration.
C. Develop procedure for issuing Certificates	Office of Personnel (Plans & Control)	15 Aug 78	15 Aug 78	
D. Publish an Office of Personnel Memorandum (OPM)	Office of Personnel (Plans & Control)			Draft OPM has been prepared.

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7. Review of procedures for allocating supergrade allowances:	Office of Personnel (Plans & Control)	Not specified	31 Jul 78	Approved by DDCI 4 August 1978. Notification memorandum of decision from D/Pers to Deputy Directors 14 August 1978.
STAT Revision of <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1em; vertical-align: middle;"></span>	Office of Personnel (Plans & Control)			Revision with DDCI policy approval. Draft in process.
8. Liaison with OLC on Civil Service Reform.	Office of Personnel	As required		Notes on contingency planning are being prepared against event Agency will have to comply with portions of the Bill. OLC confident CIA will be excluded from troublesome provisions.
9. Comments on NFAC/MAG proposal for an NFAC Intelligence Specialist Corps.	Office of Personnel	None	31 Jul 78	Meeting held by DDCI on 13 September 1978 with D/Pers, D/NFAC and NFAC/MAG representatives where proposal was discussed. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1em; vertical-align: middle;"></span> to draft a paper--coordinated with OP--establishing a proposal for further action.
10. Report for DDCI on use of Flexitime in CIA.	Office of Personnel	None	1 Sep 78	
11. Comments to DDCI on Vacancy Notice Policy.	Office of Personnel	15 Sep 78	14 Sep 78	No feedback from DDCI as of 25 September 1978.
12. Review and comments on OMB proposed guidelines for conducting Matching Programs.	Office of Personnel	8 Sep 78	6 Sep 78	OP proposed approach approved by DDCI and sent to O/Compt for action.
13. DCI request to DDA for comments on list of suggestions from Congressional Women's Caucus and Director Federal Women's Program.	Office of Personnel	13 Sep 78	15 Sep 78	

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